HOW TO BID ON A DCR COMMERCIAL PERMIT OPPORTUNITY

Like many other state agencies, DCR uses the online procurement system **COMMBUYS** to buy equipment and services from vendors, and to solicit proposal for permits to operate commercial concessions at DCR parks. For example, if DCR is offering 12 different parks and beaches to allow boat concessions, DCR staff will post a Request for Proposals (RFP) on the COMMBUYS site, where interested operators can read the requirements, submit a proposal, and communicate with DCR about the proposal. COMMBUYS is run by the Commonwealth's Operational Services Division (OSD), which offers online videos and information for vendors, as well as a telephone Help Desk.

- As of April 2014 all bids are offered through the COMMBUYS system;
- Signing up for COMMBUYS is FREE for all vendors;
- For more information go to:

http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/commbuys-training-and-registration.html

http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/training-and-registration-for-sellers.html

OSD website at http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd

View videos at:

<u>https://www.youtube.com/watch?v=UhUTNokbhfY</u> (15 min YouTube)

https://www.youtube.com/watch?v=GAQ4DsO0_Yk (40 min YouTube)

How to Find Bids (Solicitations) and Submit Quotes (Respond)

https://www.youtube.com/watch?v=UhUTNokbhfY (16 minute YouTube)

or call:

COMMBUYS Helpline - commbuys@state.ma.us - 617-720-3197; Toll Free No. 1-888-627-8283

These are all sites you can visit on your home or public library computer. If you absolutely need a paper copy of an RFP, please call our staff to request one. A charge of \$.20 per page must be paid with a check or money order.

Note if you do not see a Long Term Leases and Permits RFP or solicitation description, then it means we have not yet posted it. Notices of RFPS will be posted in major daily and weekly newspapers (such as the Boston Globe, Worcester Telegram and Gazette, The Metro, The Banner, El Planeta) based on the region or area of the solicitation. We may fax or -email notice to interested parties if we have contact information and are able to send out such notice but it is not required of us and it is not guaranteed you will receive notice in that fashion. You are responsible for checking the Comm-Buys site frequently.

It is important to note the dates that solicitations are open, when they close, and any other deadlines (such as site visits, submission of questions, proposal receipt by DCR, etc.)

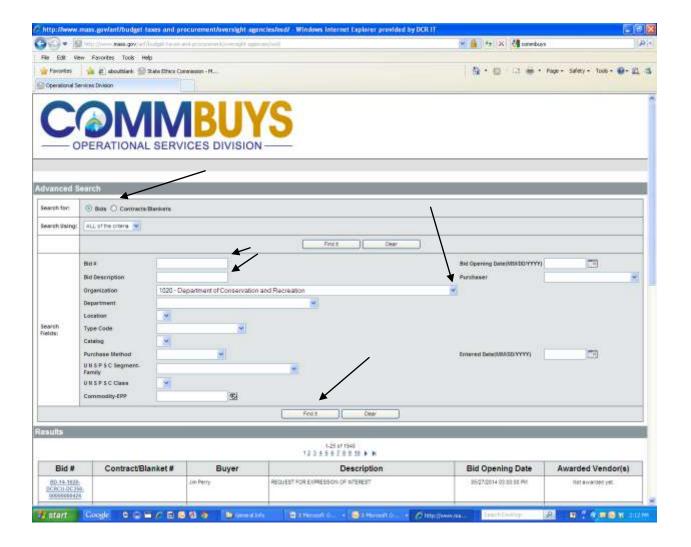
SEARCHING FOR DCR OPEN RFPS AND CONTRACTS

(Contracts and Bid/Solicitation/RFP Information)

For Posted Requests for Proposals and other Solicitations

Go To: https://www.commbuys.com/bso/external/advsearch/searchBid.sdo

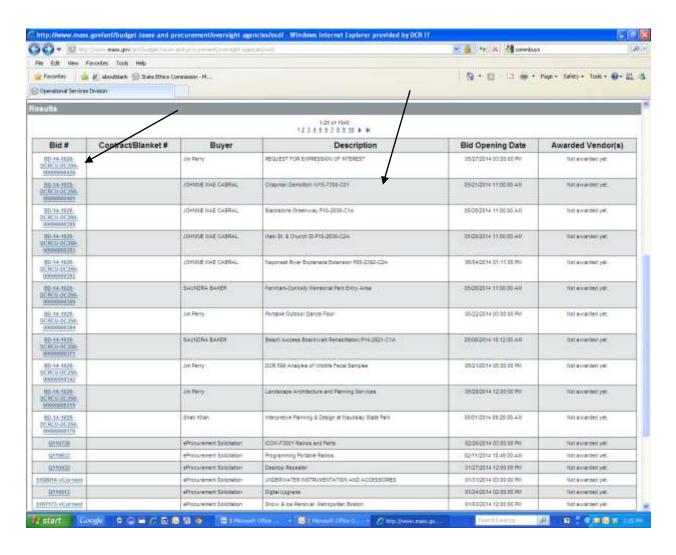
- Choose the Bids bubble to see open solicitations or RFPs.
- In the Organization Box click on blue arrow to get drop down menu and choose
 1020 -Department of Conservation and Recreation
- Click Find It button



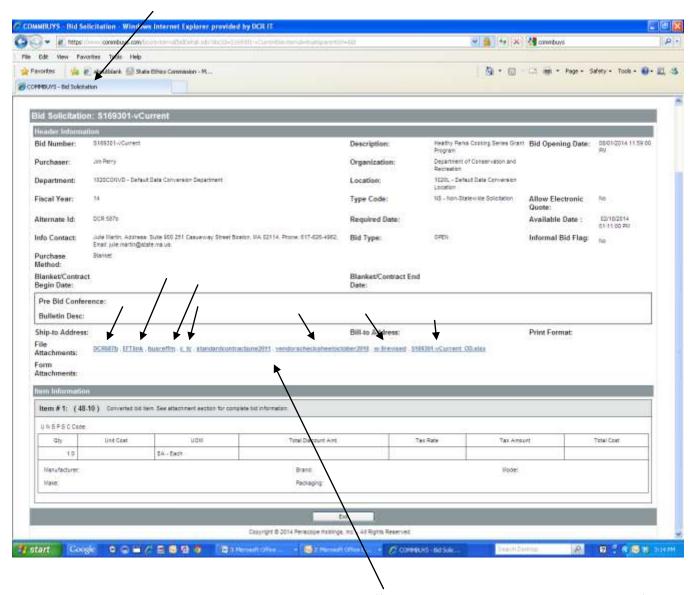
After clicking on Find it, the page will look the same on the top but lower on the same page look for the description of the RFP. Here the Description column should help you find the subject RFP info. Long Term

Leases and Permits descriptions will be a combination of the name of a [location] and [the type of opportunity] involved, i.e. "Scussett Beach Fixed Food Concession" or "Statewide Mobile Food Concession." By clicking on the corresponding Bid #, you will get to the solicitation/RFP pages.

Long Term Leases and Permits will put out RFPs for opportunities to place or sell telecommunications equipment, food, and activities in Massachusetts State Parks, Reservations and Facilities, so look for terms like boating, skiing, golf or golf professional, telecommunications, mobile food, fixed food, optical viewers, kayaking, etc.

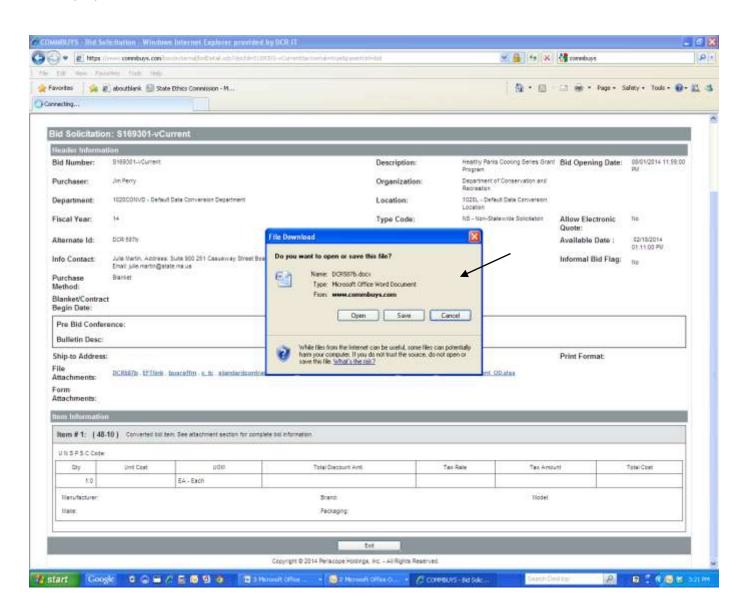


Once you have found the solicitation you want, the Solicitation window will show documents that you can download. These documents will contain the information you need to respond to with your proposal.



Note document links appear in a single line but are separate (for example there are eight documents here).

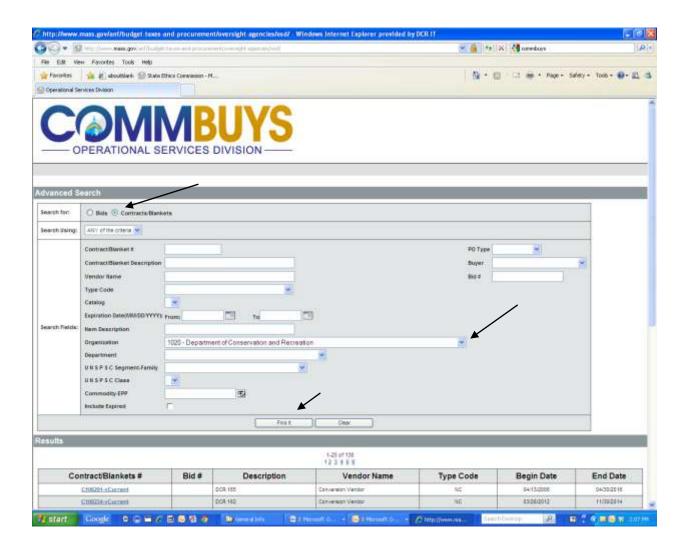
When you click on these links, documents will either open immediately or you will get a file open/save dialogue box. You should probably save and print these documents. These will contain all the instructions about how to submit proposals.



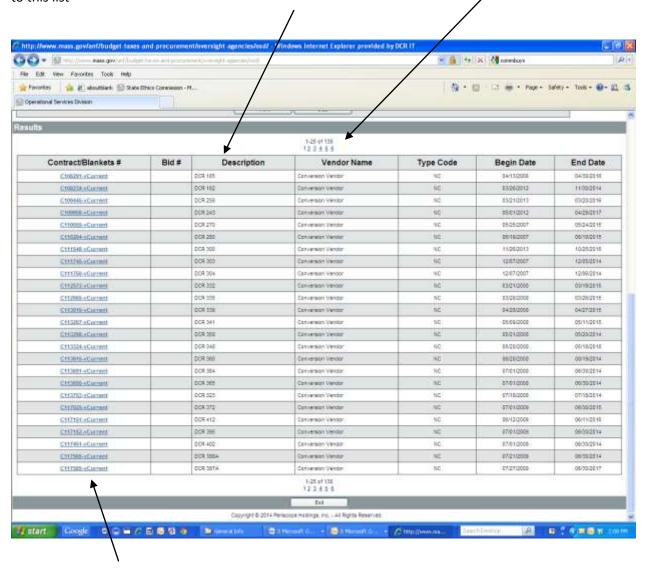
Contracts in Place/Current Awarded

Go to: https://www.commbuys.com/bso/external/advsearch/advancedSearch.sdo

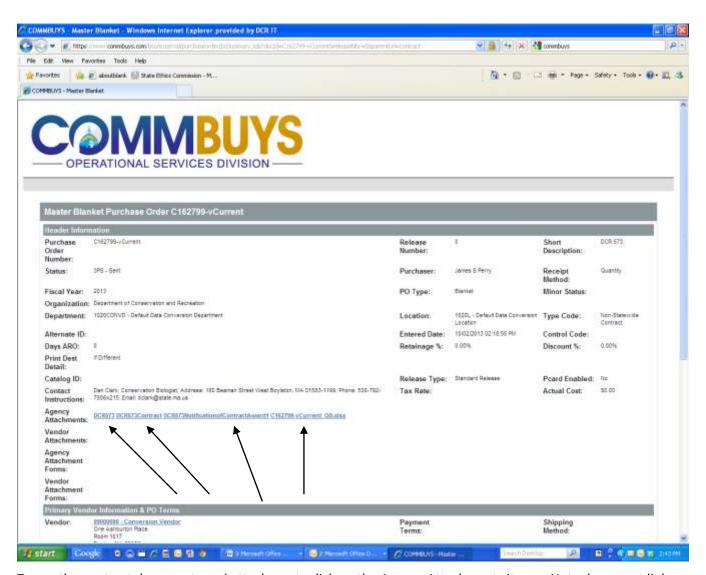
- Choose the Contract/Blankets bubble to see open or finalized contracts.
- In the Organization Box *click* on blue arrow to get drop down menu *choose* 1020 -Department of Conservation and Recreation (if you know the contract/blanket number and description, it will help you find documents already);
- Click Find It button



Lower on the same page look for the RFP Number – for Long Term Leases and Permits opportunities, the description will be: DCR RFP # [year] – [series no.], i.e. **DCR RFP # 2014-500**. Note that there are several pages to this list



By clicking on the Contract/Blankets # next to the corresponding description you will get to the contract information window shown on the next page.



To see the contract documents and attachments click on the Agency Attachments items. Note document links appear in a single line but are separate (for example there are four documents here). These are documents showing the contract information.

On this window, *click* on the File/download icon (this may appear as a plain box). A .pdf copy will download to your computer. It is best to save or print out the attachments so that you can be sure you have all the required documents related to the contract.

